

From: Rusty Cornelius
Sent: Friday, March 04, 2011 2:13 PM
To: Jeanette L. Nelson
Subject: RE: SACS Question

My opinion is they should be reviewed at least every year or after each incident. I will be reviewing everything I have had a hand in each summer, starting this summer, with a revision date of September 1 for each plan. The exceptions will be (by statute) the Tier II plan can only be revised in January and February of each year because you have to use the software provided by the State. The Hazard Communication Plan has to be revised as of December 31st of each year.

The safety Committee either did not meet for the last few years or no minutes were made. I have the December minutes awaiting approval of the committee. I anticipate another committee meeting right after Spring Break and then regularly unless there is a conflict like in February when we had the snow and power outage. Not much of an excuse but it is what I have.

Rusty

From: Jeanette L. Nelson
Sent: Friday, March 04, 2011 9:48 AM
To: Rusty Cornelius
Cc: James H. Haile; David A. Ziegler
Subject: SACS Question

Hi Rusty

What has been, or what is the plan for reviewing the existing plans that you have been updating and creating? I.e: annually, bi-annually, every 5 years, etc?

Also, I have two documents that show minutes for the Safety Committee. The dates are from October and November 2010. Do you have any additional minutes from committee meeting? Please save them to the J: Drive at your earliest convenience.

Thanks,

Jeanette Nelson

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